



**FIRE AND PUBLIC SAFETY ACADEMY TRAINING SYSTEM**

**June 2018 INSTRUCTOR BULLETIN**

**\*\* IMPORTANT \*\***

**Wanted:** Indiana Fire & Public Safety Academy Training Systems is looking for talented Instructors who are or have been a Fire Chief, Assistant Chief, Battalion Chief or EMS/EMA/Telecommunications Directors or Assistant Directors who are interested in becoming an Instructors for the Executive Leadership Development program. The ideal Candidate will be on boarded through Dot Staff/KHI Services as contractor with Indiana Department of Homeland Security/ Fire Marshal's Office.

**If you are interested** please email Wade Walling: [wwalling@dhs.in.gov](mailto:wwalling@dhs.in.gov) and/or Charles Heflin: [cheffline@dhs.in.gov](mailto:cheffline@dhs.in.gov) to discuss further.

**\*\*Fire Certification Course Request\*\***

All course Fire Certification Course Initial Exam Requests should be submitted by using the Acadis Webforms **30 days prior to the beginning of the course:**

<https://acadisportal.in.gov/AcadisViewer/WebForms/Public/DataCollectorList.aspx>

**Test Challenges:** Request are submitted by using the Initial Exam Request WebForm and must be submitted no less than 16 days before the test date. You must list the student's names and PSID numbers on the roster.

**Retest Requests:** Should be **emailed** to the Fire Certification staff member who takes care of that specific course. See list at bottom of bulletin to know who handles which course.

**The following webforms are available:**

Fire – Certification Course Roster for Closed Classes ONLY

Fire – Certification Course/Initial Exam

Fire – Certification Course **Retest** – Email the staff person who takes care of the specific course for Retest ID's. You do not have to wait 15 days, but usually takes about 3 days to receive. See bottom of bulletin to know who handles which course.

Fire – Course Request (**Non-Certification Fire**) also see Instructors registering for Non-Traditional Fire Course on page two of this bulletin.

**Student Self-Registration** into courses is active as of September 5, 2017. This link will take you to the main Acadis login page:

<https://acadisportal.in.gov/acadisviewer/Login.aspx?ReturnUrl=%2fAcadisViewer%2f>

When you click on the link the page opens, you will then click on Training Catalog (on right menu bar) you will see descriptions of the different courses. You do not have to have a portal account to look. To sign up for training, you must have a portal account before you are able to log in to enroll in a course. Once logged into your Acadis account, if you do not have a tab at the top that says, Training & Events and a tab that says Registration, you will need to email [psidquestions@dhs.in.gov](mailto:psidquestions@dhs.in.gov) to have your access changed.

## **\*\*Technical Rescue Awareness LMS\*\***

We have created two (2) separate classes in the ACADIS Self-Registration Portal for the Technical Rescue Awareness LMS Course. This will help all of us so students who are under 18 can take the course but will not be issued their Certification until they turn 18 and meet all requirements.

Fire - Technical Rescue Awareness – TR Online Q1 TRA0001 Over 18

Fire – Technical Rescue Awareness – TR Online Q1 TRA0003 Under 18

**\*\*Fire Instructor Renewal\*\***      <http://in.gov/dhs/3101.htm>

**\*\*EMS Primary Instructor Renewal\*\***      <http://in.gov/dhs/3527.htm>

## **\*\*MODULE A, B, C & D PROGRAM UPDATED\*\***

The Module A, B, C and D program has been updated. As of February 1, 2018 if you request a Module A course you will be issued the new test for the new Module A (2018).

Module A – When complete the student will receive Mandatory Certification

Module B – When complete student will receive (HMA, HMO, TRA) Certifications

Module C – When complete student will receive FF I Certification

Module D – When complete student will receive FF II Certification

## **\*\*MOD B Class Template UPDATED\*\***

This class template has been updated to include all three (3) exams within one class template. There will no longer be two (2) separate course numbers given for the MOD B HMA and MOD B HMO. These exams **may** be tested **sequentially**. Proctor will receive testing ID's for HMA and HMO. Proctor will need to visibly watch the student submit their HMA exam and see they passed with a 70% or better before giving the students the HMO Exam Testing ID.

The TRA Portion of this course will be completed by having each student go online to their personal ACADIS account to take the Technical Rescue Awareness (TRA) **AFTER** the student has passed the HMA Cognitive Exam with a 70% or better. **TRA will show up on the student's main personal portal page with a launch icon** after the student has passed the HMA exam. **THE STUDENT DOES NOT NEED TO SELF REGISTER FOR TRA.**

Please note: Students student will not receive their certifications until they taken and passed all exams and practical skills.

## **Instructors registering for Non-Traditional Fire Course**

Use this link: <https://acadisportal.in.gov/AcadisViewer/WebForms/Public/DataCollectorList.aspx>) you will click on the WebForm named: **Course Request (Non-Traditional Fire)** once you click on this it opens the form.

- Fill out all boxes
- If this class is going to be during specific times of the day, be sure to include that in the Course Description. Days of week, hours the class will be held (i.e. 1-3 PM, Mon, Wed & Fri).

- Once you have completed the form you will click submit and it will notify Jason Coffey in Fire Training that he needs to enter the class into Acadis.
- Within 5 days of the training being completed, the Instructor will need to scan the report of training/lead evaluator report and rosters (which must include printed name and PSID numbers) to [firecertifications@dhs.in.gov](mailto:firecertifications@dhs.in.gov).
- Certification staff will then confirm the students attended the course and it will go on their Acadis training record.

Traditional Fire Courses – Certifications are issued

Non-Traditional Fire Courses – all other courses; Certificate of Completion

### **\*\*Pre-Requisites for Certification Courses\*\***

Prerequisites must be on the student's record **PRIOR** to listing them on the roster (i.e. student must have completed and passed a certification program, and that program must be posted to their record). All rosters for testing **MUST** include a PSID Number for each student.

### **\*\*Pre-Requisites for Certification Courses Continued/Sequential Testing\*\***

Sequential On-line Testing *is the only exception to the course being on the student's record*. When sequential testing is conducted the Proctor **MUST** watch the student submit their 1<sup>st</sup> test and verify they have passed with a 70% or better **BEFORE** issuing the 2<sup>nd</sup> Test ID. **If a student takes the 2<sup>nd</sup> test and did not pass the 1<sup>st</sup> test the 2<sup>nd</sup> test will be voided.**

### **\*\* Skills Completion Verification\*\***

Skills must be completed *prior to the students taking the written exam*. Once skills testing has been completed, the Lead Evaluator shall access the Lead Evaluator Acknowledgement form online: <http://www.in.gov/dhs/3881.htm>. *All skills forms must be submitted within 7 days of the skills test*. If the skills verification is not received the student(s) certification will not be issued. If a student is not on the roster, **DO NOT** submit skills for them

### **\*\*Phoenix Society for Burn Survivors \*\***

<https://www.phoenix-society.org/>

### **\*\*Publisher Resources\*\***

IFSTA/Fire Protection Publications Representative, John Konrad

P: 405.744.7701 c: 310.625.7044 [john.konrad@osufpp.org](mailto:john.konrad@osufpp.org)

Pennwell Corporation/Fire Engineering Books & Videos Operations Lead, Holly Fournier,

P: 918.832.9380 f: 918.832.9319 [hollyf@pennwell.com](mailto:hollyf@pennwell.com)

Public Safety Specialist/ Jones & Bartlett Learning FISDAP, Joy Knobbe

P: 1.800.832.0034 option 2 [jknobbe@jblearning.com](mailto:jknobbe@jblearning.com)

**SEE NEXT PAGE FOR STAFF CONTACT INFORMATION**

**\*\* Fire and Public Safety Academy Training System Contact \*\***

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| Charles Heflin<br>Academy Director<br>Quality Assurance<br>Curriculum Development Manager    | <a href="mailto:cheflin@dhs.in.gov">cheflin@dhs.in.gov</a>   |
| Jason Coffey,<br>Fire Training Manager<br>Districts 5, 6, 8, 9, and 10                       | <a href="mailto:jacoffey@dhs.in.gov">jacoffey@dhs.in.gov</a> |
| William (Bill) Huffer,<br>Fire Training Manager<br>Districts 1, 2, 3, 4, and 7               | <a href="mailto:whuffer@dhs.in.gov">whuffer@dhs.in.gov</a>   |
| Wade Walling,<br>Training Program Manager<br>National Fire Academy (POC)                     | <a href="mailto:wwalling@dhs.in.gov">wwalling@dhs.in.gov</a> |
| Donna Saine,<br>Course Administrator Fire Certifications                                     | <a href="mailto:dsaine@dhs.in.gov">dsaine@dhs.in.gov</a>     |
| Regine Hampton,<br>Fire Certifications, Fire Board, Reciprocity                              | <a href="mailto:rhampton@dhs.in.gov">rhampton@dhs.in.gov</a> |
| Teri Dearmin,<br>Fire Certifications – <b>see list below</b>                                 | <a href="mailto:tdearmin@dhs.in.gov">tdearmin@dhs.in.gov</a> |
| Nichelle (Shelly) Elliott,<br>Fire Certifications – <b>see list below</b><br>Blaster Permits | <a href="mailto:nelliott@dhs.in.gov">nelliott@dhs.in.gov</a> |

**\*\*Course Contact Website\*\***

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|---|---|---|
| <a href="mailto:cheflin@dhs.in.gov">Charles Heflin<br/>cheflin@dhs.in.gov</a>   | <a href="mailto:jacoffey@dhs.in.gov">Jason Coffey<br/>jacoffey@dhs.in.gov</a>   | <a href="mailto:whuffer@dhs.in.gov">William (Bill) Huffer<br/>whuffer@dhs.in.gov</a>  |
| Instructor I & II/III<br>Leadership Courses<br>Fire Officer<br>Strategy/Tactics | Fire Officer I, II, III, & IV<br>Inspector I, II<br>Driver Operator Pumper<br>Driver Operator Aerial<br>Driver Operator Mobile Water<br>Supply<br>All Rescue Certifications | Firefighter I, II, Mandatory Firefighter<br>Modular Firefighter Program<br>Safety Officer<br>Mobile Live Fire Trainer<br>Mobile Training Props (V/M, Propane)<br>Hazardous Materials (Awareness, Ops,<br>Technician)<br>Hazardous Materials Trainer |

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| <b>Certification Courses handled by Teri Dearmin:</b><br>All Rescues Ops/Tech<br>Confined Space, Vehicle Machinery, Rope, Structural<br>Collapse, Swift Water, Trench<br>Driver Operator – ALL<br>Fire Officer – ALL<br>Safety Officer<br>FOST<br>Hazardous Materials – ALL<br>Technical Rescue       | <a href="mailto:tdearmin@dhs.in.gov">tdearmin@dhs.in.gov</a> |
| <b>Certification Courses handled by Nichelle (Shelly) Elliott:</b><br>Module A, B, C & D<br>Mandatory Firefighter & Firefighter I & II<br>Airport FF<br>Fire Inspector 1 & 2<br>Instructor 1 & 2/3<br>Fire Investigator<br>Public Educator 1 & 2<br><b>Blaster Permits</b> are also handled by Shelly | <a href="mailto:nelliott@dhs.in.gov">nelliott@dhs.in.gov</a> |